

**Position Title:**

Director of Schools, Alvin C. York Agricultural Institute

Reports To:

Assistant Commissioner of Legislative Affairs and Policy

Location:

Alvin C. York Agricultural Institute
701 N. Main Street
Jamestown, TN 38556

Position Description:

The Tennessee Department of Education (TDOE) seeks a strong educational leader who values student-centered education, excellence, economic sustainability, and a safe, healthy, and caring environment to serve as the Director of Schools for Alvin C. York Agricultural Institute (York Institute). York Institute is a state-administered public high school (i.e., grades 9-12) in Jamestown. There are approximately 500 students and 80 staff. The successful candidate will have skills in building trust with staff and community members.

Specific Position Responsibilities:

- Oversee the daily operation of the instructional program, maintenance, food services, health services, and security.
- Establish high expectations and ensure instruction is aligned to Tennessee State Standards.
- Ensure compliance with all federal and state statutes and regulations.
- Provide supervision and coordinate oversight for employees.
 - All certified staff must be evaluated through the state's TEAM evaluation model while all classified staff, including Educational Assistants, must be evaluated via the state's SMART goal system.
- Collaborate with the TDOE to develop a working budget and a five-year plan of operation. This includes:
 - Management and reconciliation of each fiscal year's budget(s).
 - Forecasted improvement planning based on student-level achievement data, staff professional development needs, campus upgrades, and etc.

- Collaborate with the TDOE, Department of General Services Administration, architects, construction contractors and vendors during design and completion of capital projects (greater than \$100,000) and major maintenance projects (less than \$100,000).
- Collaborate with the local school district (Fentress County) to coordinate shared services (e.g. student transportation) and align district/school calendars.
- Develop and maintain partnerships that promote post-secondary opportunities and assist students in graduating college and career ready.
- Maintain positive and productive relationships with alumni, community, advocacy groups, parents, faculty, staff, and students.

Qualifications:

- Commitment to education equity and an outcomes orientation
- Master's Degree or higher, Tennessee teaching and administrative licenses and/or meet the teaching and administrative licensing requirements
- Minimum of five years of district- or school-level leadership experience, preferably in a Principal role or higher

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a comprehensive benefits package is included.

Application Process:

Interested candidates should submit a resume, cover letter, and references to Education.Jobs@tn.gov. Applications will be reviewed on an ongoing basis.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.